

REQUEST FOR Approval of Secondary Employment

Pursuant to Sate of Maryland regulations, your primary department must approve your request for secondary employment. Please obtain approval by having the appropriate authorities complete the sections below and return it to the office of Human Resources Management.

Secondary Department: Please complete Section I and forward to employee to complete primary department information and obtain supervisor's signature.

SECTION 1: TERMS OF EMPLOYMENT

Employee's Name _____ ID # _____

PRIMARY EMPLOYMENT Department Information	
Dept Name:	
Job Title:	
Reports to:	
Adjunct, Exempt, or Non-Exempt:	

SECONDARY EMPLOYMENT Department Information	
Dept Name:	
Job Title:	
Reports to:	
Adjunct, Exempt, or Non-Exempt:	

Duration of Dual Employment:		to	
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In this section state the primary work schedule (i.e. Mon-Fri, 8 am -4:30 pm, 40 hours per week) and state the time to be worked in the dual employment appointment (i.e., Sat & Sun, 2 pm – 6 pm, 4 hours per day)	
Primary work schedule including hours of work:	
Secondary employment work schedule including hours of work:	
Duties:	
Rate of Pay:	

SECTION 2: APPROVAL

I hereby approve the employment as described above and that the requested employment at the University of Maryland Eastern Shore, is in addition to and will not interfere with the employee's normal working hours or responsibilities.

Employee		Signature:	
Primary Supervisor		Signature:	
Secondary Supervisor		Signature:	

SECTION 3: TO BE COMPLETED BY HR

Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	HR Rep:		Date:	
Notes:						